

**Carson City Culture & Tourism Authority
Agenda Report**

Date Submitted: 01/07/25

Agenda Date Requested: 01/13/25

Time Requested: 5 Minutes

To: Carson City Culture & Tourism Authority (“CTA”) - Board of Directors (“CTA Board”)

From: Chris Kipp, Operations & Finance Manager (ckipp@visitcarsoncity.com)

Subject Title: Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for November 2024.

Staff Summary: *The CTA Board will review the invoice listing for accounts payable checks totaling \$78,258.88 and P-card charges totaling \$18,964.04 for November 2024, for possible approval.*

Background:

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action: I move to approve the CTA Account Activity Statement of Accounts Payable Checks and the P-card charges for November 2024.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact:

Explanation of Impact:

Funding Source:

Supporting Material/Attachments: CTA Invoice Listing of Accounts Payable Checks & P-Card Charges for November 2024.

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
7407200								CTA - EXECUTIVE		
7407200	500349							CONTRACTUAL SERVICES		
003085	CASEYNEILONINC	632210	0	2025	5	INV	P		15,750.00	112224KH 903118093 FY24 Financial Stmt
								ACCOUNT TOTAL	15,750.00	
7407200	500444							OFFICE EQUIPMENT RENTAL		
001669	UBEOWESTLLC	4638427	0	2025	5	INV	P		108.68	120624KH 903118525 09/23/24-10/22/24 M
004698	GREATAMERICAFINANCIA	37971780	0	2025	5	INV	P		236.29	120624KH 903118473 11/23/24-12/22/24 P
006635	THEPITNEYBOWESBANKIN	PITNEYBOWES111724	0	2025	5	INV	P		199.22	120624KH 903118521 09/30/24-10/01/24 A
								ACCOUNT TOTAL	544.19	
7407200	500625							OPERATING SUPPLIES		
000425	CHARTERCOMMUNICATION	230475701110124	0	2025	5	INV	P		109.99	112224KH 903118096 Internet 11/01/24-1
000724	FIRSTCHOICESERVICES	RE-54240	0	2025	5	INV	P		54.00	111524KH 903117933 202411 Rental
002354	PETERSONDAVID	PETERSON2411	0	2025	5	INV	P		475.96	120624KH 903118499 Southwest Airline R
								ACCOUNT TOTAL	639.95	
7407200	500712							POWER		
001458	NVENERGY	67482002802337-10/24	0	2025	5	INV	P		408.53	111524KH 903117988 08/29/24-09/30/24,
								ACCOUNT TOTAL	408.53	
7407200	502512							3/8% NCOT		
001342	NEVADADEPARTMENTOFTA	202407CNVTAX	0	2025	5	CRM	P		-12.37	112224KH 903118174 202407 NCOT 3/8% Co
001342	NEVADADEPARTMENTOFTA	202409NVTAX	0	2025	5	INV	P		12,088.21	112224KH 903118174 202409 NCOT 3/8%
									12,075.84	
								ACCOUNT TOTAL	12,075.84	
								ORG 7407200 TOTAL	29,418.51	
7407201								CTA - MARKETING		
7407201	500340							CONTRACT EMPLOYEES		
002487	KATHARINEJCOX	1007L	0	2025	5	INV	P		100.00	112224KH 903118132 NV Day & Visitor Gu
005182	MODERNLUXURYGLOCALLY	3371	0	2025	5	INV	P		3,850.00	112224KH 903118168 Sept 2024 Influence
								ACCOUNT TOTAL	3,950.00	
7407201	500349							CONTRACTUAL SERVICES		
001050	KPS3	00002204	0	2025	5	INV	P		30,371.15	112224KH 903118136 202410 Creative Con
								ACCOUNT TOTAL	30,371.15	

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
7407201 500444 001669 UBEOWESTLLC	4638427	0	2025 5	INV	P	108.68	120624KH 903118525	OFFICE EQUIPMENT RENTAL 09/23/24-10/22/24 M			
004698 GREATAMERICAFINANCIA	37971780	0	2025 5	INV	P	319.00	120624KH 903118473	11/23/24-12/22/24 P			
ACCOUNT TOTAL						427.68					
7407201 500544 002395 ACARLISLE&COMPANY	63189	0	2025 5	INV	P	2,352.00	120624KH 903118437	NEVADA DAY 15,000 VG-13,000 to			
ACCOUNT TOTAL						2,352.00					
7407201 500625 006629 RICHARDGPOTT	241101	0	2025 5	INV	P	500.00	120624KH 903118506	OPERATING SUPPLIES Carson City Sunset			
ACCOUNT TOTAL						500.00					
ORG 7407201 TOTAL						37,600.83					
CCTA - EVENTS & SALES											
7407205 500444 001669 UBEOWESTLLC	4638427	0	2025 5	INV	P	217.36	120624KH 903118525	OFFICE EQUIPMENT RENTAL 09/23/24-10/22/24 M			
004698 GREATAMERICAFINANCIA	37971780	0	2025 5	INV	P	626.18	120624KH 903118473	11/23/24-12/22/24 P			
ACCOUNT TOTAL						843.54					
ORG 7407205 TOTAL						843.54					
CTA - ARTS & CULTURE 1%											
7407254 500542 000250 BOARDOFREGENTS	135295	0	2025 5	INV	P	396.00	112224KH 903118081	PRINTING/ADVERTISING 10/01/24-10/16/24 R			
ACCOUNT TOTAL						396.00					
7407254 501225 006647 HERRMANNGLOBALINC	0535	0	2025 5	INV	P	10,000.00	120624KH 903118475	GRANT - OPERATING SUPPLIES 3D Global Market An			
ACCOUNT TOTAL						10,000.00					
ORG 7407254 TOTAL						10,396.00					
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:						78,258.88					

** END OF REPORT - Generated by Chris Kipp **

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12084	*****7554	David Peterson	7200	112024	Converted	2025/04	378.41
GL Effective Date: 10/09/2024		Invoice Date: 10/09/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
88340	VERIZON -- PAYOFF PHONE TO AL	VERIZON WIRELESS	1940225270	10/11/2024	10/14/2024	10/21/2024	166.65
88341	VERIZON -- PMT ON NEW A&C PHO	VERIZON WIRELESS	1940225271	10/11/2024	10/14/2024	10/21/2024	100.00
89130	SQUEEZE IN -- NV DAY CONTENT	P-CARD OTP VENDOR	1940226044	10/26/2024	10/28/2024	11/05/2024	111.76

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500710	TELEPHONE		Y-Apprv	N	166.65
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	111.76
7407254	500710	TELEPHONE		Y-Apprv	N	100.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12169	*****8725	CHRISTINE KIPP	7200	122024	New	2025/05	953.18
GL Effective Date: 11/12/2024		Invoice Date: 11/12/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
89220	VERIZON - 10/20/24-11/19/24	P-CARD OTP VENDOR		11/10/2024	11/11/2024	11/12/2024	487.13
89221	CLOUDWAYS - 2024 OCT WEBSITE	P-CARD OTP VENDOR		11/10/2024	11/11/2024	11/12/2024	72.11
89484	RTT MEETING LUNCHES 11/13/24	P-CARD OTP VENDOR		11/12/2024	11/13/2024	11/18/2024	52.00
89743	ADOBE 11/20/24-12/19/24	CREA P-CARD OTP VENDOR		11/20/2024	11/21/2024	11/25/2024	341.94

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	139.98
7407200	500710	TELEPHONE		Y-Apprv	N	300.48
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	278.09
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500710	TELEPHONE		Y-Apprv	N	186.65

CCCTA BOARD MEMBER APPROVAL



Mike Jones, CCCTA Chairman

**City of Carson City
PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12202	*****5118	David Peterson	7200	122024	New	2025/05	13,601.15
GL Effective Date: 11/12/2024		Invoice Date: 11/12/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
89298	GOOGLE - MEDIA BUYS 11/01/24	XXVI HOLDINGS INC.		11/04/2024	11/05/2024	11/12/2024	500.00
89299	GOOGLE - MEDIA BUYS 11/01/24	XXVI HOLDINGS INC.		11/07/2024	11/08/2024	11/12/2024	500.00
89300	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		11/09/2024	11/11/2024	11/12/2024	182.50
89301	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		11/09/2024	11/11/2024	11/12/2024	861.20
89302	GOOGLE - MEDIA BUYS 11/01/24	XXVI HOLDINGS INC.		11/10/2024	11/11/2024	11/12/2024	500.00
89551	GOOGLE - MEDIA BUYS 11/01/24	XXVI HOLDINGS INC.		11/13/2024	11/14/2024	11/18/2024	500.00
89837	GOOGLE - MEDIA BUYS 11/01/24	XXVI HOLDINGS INC.		11/15/2024	11/18/2024	11/25/2024	500.00
89838	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		11/16/2024	11/18/2024	11/25/2024	1300.00
89839	GOOGLE - MEDIA BUYS 11/01/24	XXVI HOLDINGS INC.		11/18/2024	11/19/2024	11/25/2024	500.00
89840	STACKADAPT - DISPALY ADS 11/	P-CARD OTP VENDOR		11/19/2024	11/20/2024	11/25/2024	6.92
89841	STACKADAPT - DISPALY ADS 11/	P-CARD OTP VENDOR		11/19/2024	11/20/2024	11/25/2024	100.00
89842	GOOGLE - MEDIA BUYS 11/01/24	XXVI HOLDINGS INC.		11/21/2024	11/22/2024	11/25/2024	500.00
90121	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		11/23/2024	11/25/2024	12/02/2024	1450.00
90122	GOOGLE - MEDIA BUYS 11/01/24	XXVI HOLDINGS INC.		11/25/2024	11/26/2024	12/02/2024	500.00
90123	STACKADAPT - DISPALY ADS 11/	P-CARD OTP VENDOR		11/26/2024	11/27/2024	12/02/2024	1483.47
90124	GOOGLE - MEDIA BUYS 11/01/24	XXVI HOLDINGS INC.		11/27/2024	11/29/2024	12/02/2024	500.00
90276	STACKADAPT - DISPALY ADS 11/	P-CARD OTP VENDOR		12/01/2024	12/02/2024	12/03/2024	1133.39
90277	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/01/2024	12/02/2024	12/03/2024	483.67
90278	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/01/2024	12/02/2024	12/03/2024	1600.00
90344	GOOGLE - MEDIA BUYS 12/01/24	XXVI HOLDINGS INC.		12/04/2024	12/04/2024	12/05/2024	500.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	13601.15

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12235	*****7554	David Peterson	7200	122024	New	2025/05	73.16
GL Effective Date: 11/12/2024		Invoice Date: 11/12/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
89404	EL JEFE'S - TMCC ADVISORY BO	P-CARD OTP VENDOR		11/07/2024	11/11/2024	11/12/2024	33.73
89670	BETSY'S CAFE - TAHOE KNIGHTS	P-CARD OTP VENDOR		11/12/2024	11/14/2024	11/18/2024	39.43

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	33.73
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	39.43

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12264	*****6540	STUART WEXLER	7200	122024	New	2025/05	825.00
GL Effective Date: 11/12/2024		Invoice Date: 11/12/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
89563	NTA - 01/01/25-12/31/25	DMO P-CARD OTP VENDOR		11/14/2024	11/15/2024	11/18/2024	825.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000	PREPAID		N	N	415.89
7407205	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv	N	409.11

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12268	*****1023	LYDIA BECK	7200	122024	New	2025/05	3,444.52
GL Effective Date: 11/12/2024		Invoice Date: 11/12/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
89597	IMPRINTLOGO - WINTER CAMPAIG	P-CARD OTP VENDOR		11/14/2024	11/15/2024	11/18/2024	471.72
89903	COMMA COFFEE - HOSTING JOURN	P-CARD OTP VENDOR		11/21/2024	11/22/2024	11/25/2024	49.08
89904	4IMPRINT - WINTER CAMPAIGN S	4IMPRINT, INC		11/21/2024	11/22/2024	11/25/2024	576.41
90172	FEDERAL HOTEL - HOSTED JOURN	P-CARD OTP VENDOR		11/21/2024	11/25/2024	12/02/2024	197.58
90173	FEDERAL HOTEL - HOSTED JOURN	P-CARD OTP VENDOR		11/21/2024	11/25/2024	12/02/2024	178.00
90174	MAILCHIMP - 10/25/24-11/24/2	P-CARD OTP VENDOR		11/23/2024	11/25/2024	12/02/2024	230.00
90175	AMAZON - WINTER CAMPAIGN - M	AMAZON.COM SERVICES INC.		11/26/2024	11/27/2024	12/02/2024	143.68
90176	FY25/FY26 SPLIT QR CODE GENE	P-CARD OTP VENDOR		11/28/2024	11/29/2024	12/02/2024	60.00
90177	48HOURPRINT.COM - WINTER CAM	P-CARD OTP VENDOR		11/27/2024	11/29/2024	12/02/2024	1023.89
90285	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		12/01/2024	12/02/2024	12/03/2024	64.95
90286	AMAZON - WINTER CAMPAIGN - M	AMAZON.COM SERVICES INC.		11/29/2024	12/02/2024	12/03/2024	16.68
90287	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		12/02/2024	12/02/2024	12/03/2024	0.52
90288	AMAZON - WINTER CAMPAIGN - M	P-CARD OTP VENDOR		12/01/2024	12/02/2024	12/03/2024	278.84
90360	AMAZON - WINTER CAMPAIGN - M	P-CARD OTP VENDOR		12/02/2024	12/03/2024	12/05/2024	131.18
90361	AMAZON - WINTER CAMPAIGN - M	P-CARD OTP VENDOR		12/03/2024	12/04/2024	12/05/2024	21.99

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000	PREPAID		N	N	24.66
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	424.66
7407201	500544	NEVADA DAY		Y-Apprv	N	2072.02
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	923.18

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12270	*****3550	ZACHARY BRAGDON	7200	122024	New	2025/05	0.00
GL Effective Date: 11/12/2024		Invoice Date: 11/12/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
89664	BEST BUY - THUDERBOLT 3 (USB	BEST BUY STORES, L.P.		11/13/2024	11/14/2024	11/18/2024	49.00
90374	BEST BUY - THUDERBOLT 3 (USB	BEST BUY STORES, L.P.		12/02/2024	12/03/2024	12/05/2024	-49.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	49.00
7407201	500625	OPERATING SUPPLIES		N	N	-49.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12306	*****4100	LINDA MACAULEY	7200	122024	New	2025/05	67.03
GL Effective Date: 11/12/2024		Invoice Date: 11/12/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
90037	SIERRA OFFICE SOLUTIONS - 08 P-CARD	OTP VENDOR		11/26/2024	11/27/2024	12/02/2024	8.26
90303	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		12/02/2024	12/03/2024	12/05/2024	58.77

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	58.77
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	8.26